

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	9313	B. Billet Title	Flag Lieutenant to the NOAA Administrator
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	1 year

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1401 Constitution Ave, NW	B. Street Address	Department of Commerce				
C. City	Washington	D. State	District of Colu	E. Country	United States	F. Zip Code	20230
G. Office	+1 (202) 482-2366	x	2366	H. Mobile	+1 (202) 631-6319	I. Fax	+1 (202) 482-4116

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Renee Stone	2. Position	NOAA Chief of Staff	3. Grade	SES-All		
4. Email	renee.stone@noaa.gov	5. Office	+1 (202) 482-3436	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Dr. Kathryn D. Sullivan	2. Position	NOAA Administrator, UNSEC of Commerce	3. Grade	SES-All		
4. Email	kathryn.sullivan@noaa.gov	5. Office	+1 (202) 482-3436	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	James Crocker	2. Position	Executive Officer, DUSO, NOAA	3. Grade	O6		
4. Email	james.m.crocker@noaa.gov	5. Office	+1 (202) 482-3565	x		6. Mobile	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.					
1. Staff or Line Office	NOAA HQ	2. Office, Center, or Lab	UNSEC		
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The incumbent will serve as the Aide-de-Camp or 'Flag Lieutenant' to the NOAA Administrator. The position requires an officer who is proactive, adaptable, and excels working in a fast-paced environment. The incumbent must have excellent time management skills and manage competing priorities. As the NOAA Administrator's Aide, the incumbent will be responsible for communicating logistics and will ensure details are coordinated in advance. As the on-scene manager of the Administrator's travel and meeting agendas, the Flag Lieutenant must be cognizant of the Administrator's schedule and whereabouts at all times. Due to the position's high public visibility, the Flag Lieutenant must possess impeccable bearing, appearance, and be familiar with the NOAA organizational and military customs and courtesies.

SECTION 6 - DUTIES AND RESPONSIBILITIES

- ☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502
- ☐ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

Flag Lieutenant duties include:

1. On-scene management of the NOAA Administrator's schedule, meeting agenda, facilities, transportation, and reservations.
2. Assist the Administrator with individualized tasks which facilitate productive time management and resource management.
3. Conduct direct research and data collection for use in the Administrator's decision making process.
4. Prioritize competing demands on the Administrator's schedule and assist with the management of the official calendar.
5. Ensure the Administrator is prepared for all meetings, briefings, events, and engagements.
6. Capture follow up and action items on behalf of the NOAA Administrator.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)**6C. Resources Managed****1. Human**Does the Officer supervise personnel? ☐ Yes ☒ No Number of personnel supervised Grades of supervised personnel Will the Officer lead people, but has no supervisory responsibilities? ☒ Yes ☐ No Number of personnel led Grades of personnel led **2. Fiscal**Will the Officer have budget responsibility? Dollar Amount (K) **3. Assets** - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

N/A

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Strong inter-personal skills and adaptability are required. A varied schedule will include travel throughout the work week and occasionally on the weekends. Long days are to be expected. The incumbent will get tremendous exposure to high level discussions and decision making, therefore discretion and maturity are of the utmost importance. The incumbent shall maintain impeccable wear of the uniform, display the highest degree of officer bearing, and exhibit knowledge of diplomatic and uniformed services protocols.

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- ☐ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
- ☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified
- ☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Prerequisites

- ☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
- ☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Prerequisites

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
- ☐ Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Familiarity with Public Administration is desired, but not required.

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Knowledge of the NOAA structure, missions, and leadership.

Familiarity with responsibilities and duties of other Line Office staff members.

Proficiency in software programs associated with presentations, spreadsheets, and word processing.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

This assignment is considered a leadership development opportunity due to the amount of exposure to senior leadership throughout NOAA and the Government. First hand observations of the high-level decision making and legislative processes will help a junior officer prepare for and successfully negotiate the challenges faced in a career of public service. Experience gained in this position would lend itself to follow-on liaison assignments to Capitol Hill, other Uniformed Services, or Federal Agencies. A savvy, attentive officer can also develop some external awareness, strategic thinking, political savvy, vision, and partnering skills.

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- ☐ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified
☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Development

- ☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Development

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

1. Upholds the integrity of NOAA at all times; represents the NOAA Administrator in words and actions.
2. Exhibits an understanding and awareness of the mission of NOAA and vision of the NOAA Administrator; accurately conveys that message in all correspondence.
3. Exhibits excellent time management skills and ability to prioritize tasks given short notice and deadlines.
4. Works well in a team environment.
5. Perceptive to professional development coaching.
6. Meets all deadlines.
7. NOAA Administrator is kept informed of, prepared for, and on time to all meetings, engagements, and events.
8. NOAA Administrator's talking points, speeches, and presentations are edited, prepared, and ready for delivery.
9. All travel is executed while maintaining appropriate reach back to HQ.
10. Actions and integrity of the uniformed officer in this high visibility role reflect positively on OMAO/NOAA Corps at all times.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature MATHESON.FIONNA.JEAN.12
71719074

Digitally signed by MATHESON FIONNA JEAN 1271719074
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=MATHESON FIONNA JEAN 1271719074
Date: 2015.09.28 12:22:20 -0400

2. Date 2015-07-15

3. Name Fionna Matheson

4. Title/Position Flag Lieutenant to the NOAA Administrator

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet"

1. Signature

Renee Stone

2. Date

7.15.2015

3. Name

Renee Stone

4. Title/Position

Chief of Staff, NOAA

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature

Renee Stone

2. Date

7.15.2015

3. Name

RENEE STONE

4. Title/Position

Chief of Staff, NOAA

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend APPROVAL of this billet."

1. Signature

Devin R. Bratob

2. Date

3/7/2016

3. Name

Devin R. Bratob, CDR, NOAA

4. Title/Position

Chief, Officer Career Mgmt. Div.

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I APPROVE this billet."

1. Signature

David A. Score

2. Date

3/23/16

3. Name

RAADM David A. Score, NOAA

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)